Free Buyer Trainings

Sign up for the following buyer trainings. For more information, visit www.mass.gov/osd or email osdtraining@state.ma.us.

Essentials of State Procurement

The Operational Services Division manages more than 130 contracts for commonly purchased goods and services, saving you time and money. Purchase such items as office supplies and fuel cards through a Statewide Contract. A comprehensive overview of the Commonwealth procurement process for both how to use Statewide Contracts and what to do if what you want to buy isn't on a Statewide Contract. Learn:

▼ How to search for a commodity or service.

▼ How to properly and efficiently utilize Statewide Contracts.

▼ How to conduct your Department's own procurements in compliance with applicable statutes, regulations, and policies.

Executive Agencies. Required for all new and existing department staff responsible for:

▼ Purchasing commodities, supplies, equipment, or services as needed for agency operations from Statewide or other established contracts.

▼ The preparation, review, evaluation, and negotiation of contracts for the procurement of goods and services.

OSD Training Room
One Ashburton Place
10th Floor
Boston

DATE	TIME	REGISTER
Thurs., January 9	9am-4pm	PACE: www.pace.state.ma.us
Tues., February 25	9am-4pm	PACE: www.pace.state.ma.us

How To Use Statewide Contracts Webinar

Learn what the Operational Services Division does and how to purchase through Statewide Contracts.

DATE	TIME	REGISTER
Fri., January 10	3-4pm	www.eventbrite.com/e/how-to-use-statewide-contracts-webinar-tickets-9910779408
Tues., January 28	11am-12pm	www.eventbrite.com/e/how-to-use-statewide-contracts-webinar-tickets-9910779408
Wed., February 12	9:30-10:30am	www.eventbrite.com/e/how-to-use-statewide-contracts-webinar-tickets-9910779408

How To Register through PACE

▼ Select "PACE Login," then select your agency. If your agency is not listed, select the Human Resources Division.

▼ Enter your user login ID (EMPID) and password. If you are a first time user, your login ID is your Employee ID, and your password is your last name, as it appears on your pay advice, case sensitive – e.g. "Smith" not "smith."

▼ Select "Student Learning Center, " then select "Course Catalog." Type in the keyword "OSD" to find the applicable course (leave the dropdown boxes as "All") and follow the prompts.